



**USAG Mannheim**

# **SOLID WASTE RECYCLING AND DISPOSAL HANDBOOK**



DPW, Environmental Management Division,  
Taylor Barracks, Bldg # 346

**Final Version**

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## 1 Abbreviations and Acronyms

AEDA	Ammunition, Explosives, & Dangerous Articles
CPU	Central Processing Unit (part of a computer system)
DA Form	Department of the Army Forms
DD Form	Department of Defense Forms
DLIS Form	Defense Logistic Information Service Forms
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DODDS	Department Of Defense Dependents Schools
DPW	Directorate of Public Works
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DS2	Decontamination solution number two
DTID	Disposal turn-in document
EMD	Environmental Management Division
ETID	Electronic turn-in document
EPA	Environmental Protection Agency
FRH	Flameless Ration Heaters
FRO	Furniture Repair Operation
FSC	Federal Supply Class (Four-digit)
FSG	Federal Supply Group (Two-digit)
HM	Hazardous Material
HW	Hazardous Waste
MRE	Meal, Ready-to-Eat
NSN	National Stock Number
NIIN	National Item Identification Number
PCS	Permanent Change of Station
PBO	Property Book Office
POC	Point of Contact
POL	Petroleum, oil, and lubricants
RRRP	Resource Recovery and Recycling Program
SALD	Safe Alert Latent Defect
SORT	Separate or Recycle Trash
SW	Solid Waste
USAG	United States Army Garrison

## 2 People You Need to Know

### 2.1 Directorate of Public Works Environmental Management Division (DPW EMD)

Call DPW EMD for information regarding:

- hard to dispose of items
- placement of roll-offs
- inspection of solid waste to be turned-in
- review of DD 1348-1A
- General questions or problems regarding solid waste disposal.

Responsibility	Name	Contact Information
<b>Point of Contact (POC) for solid waste (SW)</b>	Mr. Ziegler	DSN 381-7029, CIV 0621-730-7029 Cell 0162-2728647 Email: wolfgang.ziegler1@us.army.mil Taylor Barracks, Building 346, Room 316
<b>Alternate POC for SW</b>	Mr. Schork	DSN 381-7035, CIV 0621-730-7035 Cell 0162-2728644 Email: franz.schork@us.army.mil Taylor Barracks, Building 346, Room 316
<b>POC for hazardous waste (HW)</b>	Ms. Fellhauer	DSN 381-8447, CIV 0621-730-8447 Cell 0162-2728638 Email: sabine.fellhauer@us.army.mil Taylor Barracks, Building 346, Room 306
<b>DPW EMD Chief</b>	Ms. Foley	DSN 381-8675, CIV 0621-730-8675 Cell 0162-2728353 Email: mary.foley@us.army.mil Taylor Barracks, Building 315
<b>SORT Center</b>	-	DSN 381-7678, CIV 0621-730-7678 Taylor Barracks, Building 405b

For policies, regulations, and other relevant information, have a look at our **EMD Website**:

[http://home.mannheim.army.mil/sites/directorates/DPW\\_web/Environmental.htm](http://home.mannheim.army.mil/sites/directorates/DPW_web/Environmental.htm)

### 2.2 DPW Service Order Desk

Call DPW Service Order Desk to request a service order (e.g. for placement of a roll-off container).

Organization	Contact Information
<b>DPW Service Order Desk</b>	DSN 381-8797/8798, CIV 0621-730-8797/8798 Taylor Barracks, Building 346

## 2.3 United States Army Garrison (USAG) Mannheim Property Book Office (PBO) or the unit PBO

Contact USAG Mannheim PBO or Unit PBO for information regarding turn-in of items.

Organization	Name	Contact Information
USAG Mannheim PBO	Mr. Zepp/ Mr. Lipski	DSN 381-8625, CIV: 0621-730-8625 Taylor Barracks, Building 400

## 2.4 Centralized Demilitarization Center (CDC) Kaiserslautern

Contact CDC Kaiserslautern for scheduling turn-in of equipment requiring demilitarization (DEMIL codes C, D, E, F, see chapter A2.4 and A2.5.) such as arms or munitions.

Organization	Name	Contact Information
CDC Kaiserslautern, Appointment Desk	Mr. Diaz	Phone: DSN 483-7221/8794, CIV: 0631-411-7221/8794

CDC Kaiserslautern is located on the same compound as DRMO Kaiserslautern (see chapter 2.5 for DRMO address and location).

## 2.5 Defense Reutilization and Marketing Office (DRMO)

Contact DRMO for scheduling turn-ins for most items with no demilitarization required (DEMIL codes A, B, Q, see chapter A2.4 and A2.5) such as office furniture, tools or appliances.

### DRMO Kaiserslautern

Responsibility	Name	Contact Information
Deputy Chief	Mr. Kirchbaum	Phone: DSN 483-8112, CIV: 0631-411-8112
Turn-in R2010 Program	Mr. Fuchs	Phone: DSN 483-7239, CIV: 0631-411-7239
Turn-in appointments/ Central Receiving Coordination	Mr. Lang	Phone: DSN: 483-8346, CIV: 0631-411-8346 Fax: DSN 483-7067, CIV 0631-411-7067 Email: <a href="mailto:Robert.Lang@dla.mil">Robert.Lang@dla.mil</a>

**DRMO Kaiserslautern (continued)**

- Fax:	DSN: 483-8568, CIV: 0631-411-8568
- Email for appointment request:	ktownappointments@dla.mil
- DRMO location:	Mannheimer Str. 219, 67657 Kaiserslautern
- DRMO address:	Postfach 2268, 67610 Kaiserslautern or Unit 232006, APO, AE 09263
- DRMO homepage:	<a href="http://www.drms.dla.mil">http://www.drms.dla.mil</a>
- DRMO hours of operation:	Mondays till Fridays 7:30 – 16:00, closed to customers on Fridays
- Hours of operation for turn-in:	Mondays till Thursdays 8:00 – 14:15, no turn-in's on Fridays or U.S. Holidays, limited turn-in's on German Holidays

**DRMO Germersheim:**

Responsibility	Name	Contact Information
Area Manager	Mr. Welsh	Phone: DSN: 378-3883, CIV: 07274-2947 Fax: CIV 07274-3910, no DSN Fax
Site Leader	Mr. Brown	Phone: DSN 378-3703/3883
Admin Assistant	Mr. Manuth	Phone: DSN 378-3703
- Location:	U.S. Depot GHM, Lingenfelderstr. Bldg. 7968, 76726 Germersheim	
- Address:	CMR 425, APO, AE 09095	
- DRMO Homepage:	<a href="http://www.drms.dla.mil">http://www.drms.dla.mil</a>	
- Hours of operation:	Mondays till Fridays 7:15 a.m. – 4:00 p.m., closed to customers on Fridays	

## 2.6 Other Points of Contact

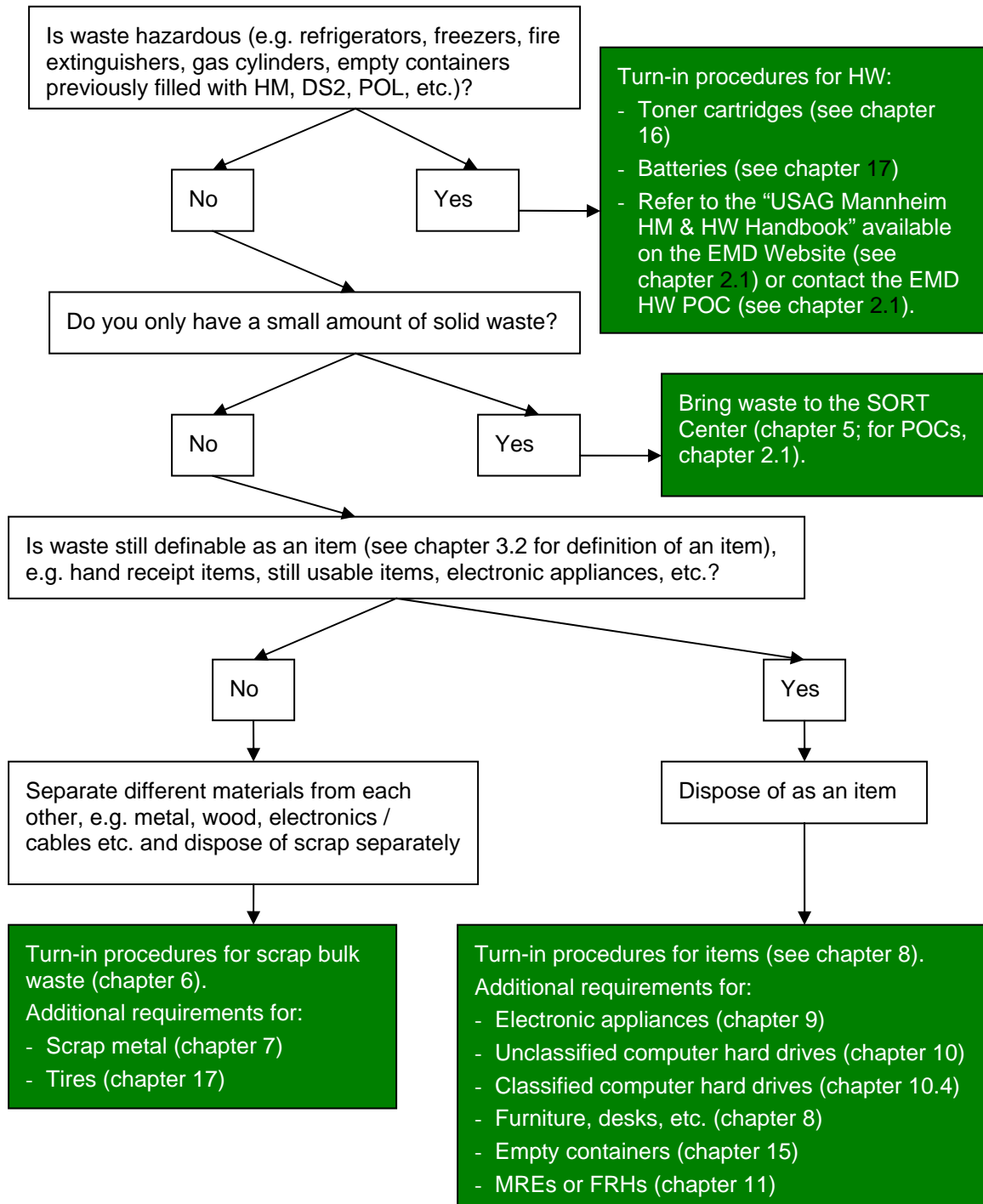
Organization	Responsibility	Contact Information
<b>Furniture Repair Operation (FRO) Friedrichsfeld</b>	<i>Call for inspection and certification of safes or filing cabinets whether they contain asbestos or not (before turn-in of safes and filing cabinets to DRMO).</i>	DSN 375-7386 (CIV 0621-487-7386)
<b>DPW Roads &amp; Grounds Shop</b>	<i>Call for turn-in of sensitive documents that must be burned.</i>	DSN 381-7100 (CIV 0621-730-7100)



### 3 Overview: Waste Types

The purpose of this solid waste disposal and recycling handbook is to assist units and organizations within the USAG Mannheim to dispose or get rid of bulk waste or items that are no longer needed.

#### 3.1 What Type of Waste Do I Have?



### 3.2 What Is an Item and What Is Scrap?

#### **What is an item?**

An item is anything from which the original purpose is still visible including still functioning and usable items, hand receipt items, and electronic appliances. Each item has to be turned-in separately as an item. Items have a Reutilization, Transfer, Donation and Sales value (items are still serviceable).

#### **What is scrap?**

Scrap is not identifiable as an item. The only value of scrap is for its basic material content (not serviceable anymore).

#### **Who determines usable versus scrap?**

The onsite inspector for classification of items and DRMO personnel (see chapter 2.5 for contact information).

#### Examples of Items:

Drawers:



Chairs:



Monitors:



#### Examples of Scrap:

Scrap Wood:



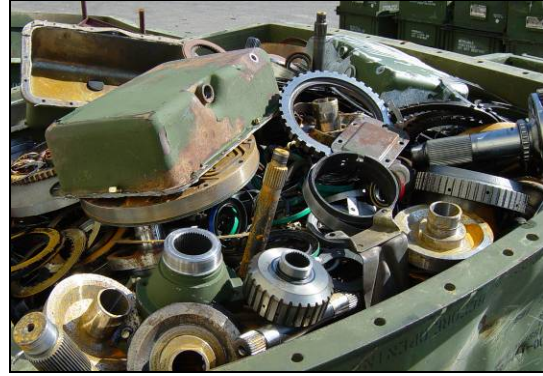
Scrap Metal:



Rubber:



Scrap Metal



## 4 Information about DRMO

### 4.1 What Is DRMO?

DRMO is the Defense Reutilization and Marketing Office (see chapter 2.5 for contact information).

### 4.2 What Does DRMO Accept and Handle?

#### DRMO accepts and handles:

The DRMO is responsible for disposal of all Department of Defense (DoD) generated excess, surplus, foreign excess and other personal property authorized for turn-in (including non-sellable property) except for those specific categories outlined in the section below. DRMO can only accept property that was bought with DoD appropriate funds. However, items found on post can be turned-in to the SORT Center (see chapter 2.1 for contact information) which takes accountability.

#### DRMO does NOT accept or handle:

In general, DRMO does not handle weapons, classified material, or regular trash. DRMO will not accept or handle the following categories of property:

- Classified documents and property containing information covered by the Privacy Act;
- Radioactive waste;
- Nuclear waste;
- Ammunitions, explosives and dangerous articles (AEDA), AEDA residue, Range Residue; however, DRMO also handles parts of weapons except for the receiver;
- Refuse and trash (For some properly segregated refuse and trash that can be reutilized, transferred, donated or sold, the DRMO assists the host installation in disposing of the segregated property through DRMO channels, including the established Resource Recovery and Recycling Program (RRRP). The host installation is responsible for the proper segregation prior to turn-in.);
- Hazardous property that does not have Reutilization, Transfer, Donation, or Sale capability;
- Waste containing privacy information;
- Drugs and medicine, biologically controlled substances.

## 5 SORT Center

### 5.1 What Is the SORT Center?

#### **SORT Center Definition:**

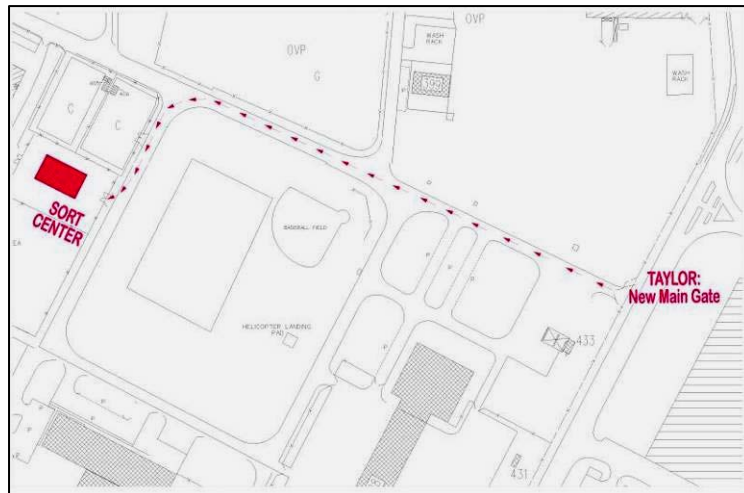
The Sort Or Recycle Trash (SORT) Center is a facility where every **US ID card holder living on post** can dispose of household hazardous waste and solid waste. SORT Center operation and procedures are described in the following.

Units with a larger quantity or truckloads of material (e.g. furniture, scrap wood, scrap metal) have to follow procedures described in the respective chapter of this handbook (see chapter 3.1 for an overview on waste types).



### 5.2 SORT Center Information

**Location:** Taylor Barracks, Bldg# 405b, Phone No. DSN 381-SORT (7678) / CIV 0621-730-7678



#### **Operation Hours (Effective 01 Dec 2005):**

Monday	0800 – 1200
Tuesday – Friday	0800 – 1615
Saturday	0800 – 1200 & 1230 – 1530

**Drop off of hazardous waste:** Monday & Wednesday 10:00 – 12:00

#### **Intended use:**

- The SORT Center provides a safe, proper disposal of household hazardous wastes and solid waste.
- Customers can take serviceable, discarded items free of charge from the Center for their personal use (for themselves, their family members, organization, activity or unit). Customers who wish to remove material must do so immediately. SORT center employees will not provide temporary storage for any items.



### 5.3 Will the SORT Center Pick Up My Bulk Waste?

Bulk Waste will be picked up at Benjamin Franklin Village Family Housing and Grant Circle on Mondays (Please also have a look at the USAG Mannheim waste pickup schedule). Bulk waste shall be placed on the curb of the main road at BFV and Grant Circle one day prior to pickup.

Customers from other areas must drop off items at the SORT center. Pick up of unit waste is not included in our services. If you have small quantities of waste, please stop by. If you have large quantities of waste, please follow procedures described in the respective chapter of this handbook (see chapter 3.1 for an overview of different waste types).



### 5.4 Who Is Authorized to Use the SORT Center?

- Everybody who has an US ID card and who is living on post is authorized to bring waste or usable items or take usable items from the SORT Center (US personnel and their family members).
- Every US ID card holder or local national (with government plate vehicles) who is working on-post can drop off waste that was generated on post.

#### Attention:

Persons living off-post must dispose of their solid waste through their local municipal solid waste programs.

Only exceptions to use the SORT center are special situations and events (Permanent Change of Station (PCS) moves, small amount of bulk waste, household hazardous waste).

If you have any questions regarding hard-to-dispose items, contact EMD (see chapter 2.1).

### 5.5 What Is Accepted at the SORT Center?

The following substances are accepted:

- Hazardous waste/ materials (includes motor oil, antifreeze, cleaning solvents, paint, car/flashlight batteries, empty oil cans, fluorescent light tubes etc.)
- Appliances (includes A/C units, ranges, refrigerators, washing machines, dryers, vacuums).
- Electronics (includes TVs, stereos, computer equipment, VCRs)
- Window Panes, plate glass & mirrors
- Tires without rims
- Furniture (incl. chairs, tables, desks and bookcases)
- Wood or pallets
- Clothing, curtains, and rags
- Carpets & rugs
- Bicycles, toys and scrap metal



- Please separate your trash as carefully as possible including removing removable parts from electronic appliances (such as removing hoses from vacuum cleaners) and separating metal parts, plastics and electronics.



## **5.6 What Is NOT accepted at the SORT Center?**

- Military property (except batteries) including camouflage netting, components or equipment removed from military vehicles, “meals, ready to eat” (MRE) range-finders, military radios, etc.
- Government hand-receipt property, e.g. computers, printers, furniture
- Industrial property or waste, e.g. construction debris produced by a construction company or scrap metal from a manufacturing process
- Commercial property or waste from any profit-oriented business or organization like damaged goods generated by the AAFES PX, obsolete equipment generated by the outdoor recreation center, cardboard boxes from a restaurant

For property that is not accepted at the SORT Center, please turn-in as scrap or as an item to DRMO (for contact information see chapter 2.5) as described in this handbook.

## 6 Scrap Bulk Waste (Except Scrap Metal)

### 6.1 What Is Scrap Bulk Waste?

#### Definition of scrap bulk waste

- not identifiable as an item
- not serviceable anymore
- oversized refuse/scrap
- The only value of scrap bulk waste is for its basic material content.

#### Examples of scrap bulk waste:

Large pieces or quantities of:

- wood, pallets;
- construction debris (usually disposal of construction debris should already be included in the contract for construction)
- garden waste (lawn & tree clippings);
- paper and paper products;
- scrap metal;
- broken and damaged furniture coded "H" by the unit property book officer or supply POC.



### 6.2 How Do I Turn-In Scrap Bulk Waste?

The following procedures must be followed to turn-in scrap bulk waste except scrap metal.

#### 1. The unit POC will ...

... place a service order to the DPW Service Order Desk (DSN 381-8798/8797; CIV 0621-730-8798/8797) for...

- placement of a roll-off container and turn-in of scrap (wood, electronics, scrap bulk furniture, etc.) after the final inspection by EMD

... give the following information to the Service Order Desk...

- name, phone number, and address of unit POC

#### Attention:

Roll off containers are limited supplies. Please use them for a minimum amount of time.



#### 2. EMD will...

...schedule an appointment with the unit POC for pre-inspection of scrap.

During the inspection, EMD will provide the following information...

- Clarify if a roll-off container will be provided and whether the unit is reimbursable or not
- Instruct the unit POC on proper segregation, on turn-in procedures of scrap to the DRMO, and on loading instructions for the container
- Schedule follow-up and final inspections with the unit POC to ensure roll-off containers are properly used and filled.



### 3. DPW O& M Roads & Grounds will...

... provide and place a roll off container.

### 4. The unit POC will...

... make sure the container is secured and supervised  
... ensure proper segregation of scrap (see chapter 6.3)  
... remove items that do not belong in the roll-off including those that were illegally dumped

#### **Attention:**

**Improperly  
segregated scrap  
will not be  
picked up until  
corrected!**



### 5. EMD will...

... perform a follow-up and final inspection with the unit POC to ensure roll-off containers are properly used and filled.

### 6. DPW O& M Roads & Grounds will...

... pickup and transport the roll-off container to DRMO.

### 7. The unit POC will...

... ensure proper loading of scrap metal.  
... accompany the DPW operator to DRMO to sign appropriate documents.

## 6.3 How Do I Sort My Scrap Bulk Waste?

These different waste streams must be segregated and collected separately in different dumpsters:

- wood, pallets;
- garden waste (lawn & tree clippings);
- paper and paper products;
- scrap metal;
- broken and damaged furniture coded "H" by the unit property book officer or supply POC.



#### **6.4 Will DPW Organize and Pay for Solid Waste Pickup at My Unit?**

DPW organizes solid waste pickup for all units that belong to the USAG Mannheim and for reimbursable units. Reimbursable units are units that do not belong to the USAG Mannheim (tenant units) but that have an agreement with DPW about pick up of waste and bulk waste.

Examples:

- Organizations that belong to the USAG Mannheim (e.g. DPW, DOL, DCA, MWR, etc.) will get full service from DPW.
- Units that are reimbursable (e.g. Commissary, MAM, AAFES, DODDS) will get the service that is outlined in their agreement with DPW.

If DPW does not organize your solid waste pick-up, you have to coordinate and organize the transportation and turn-in to DRMO on your own. Contact your DRMO for questions.



## 7 Scrap Metal

### 7.1 What Is Scrap Metal?

#### Definition of Scrap Metal

- Scrap metal must not be identifiable as the original item!
- Scrap metal must be clean! Any scrap pieces need to be completely free of any hazardous residue (e.g. no oil or grease).

#### The following cannot be disposed of as scrap metal:

- Tactical vehicle and aircraft parts, communication equipment, fired brass, sprockets, tank tracks, road wheels
- Cylinders / fire extinguishers
- Scrap wood
- Trash
- Empty containers that were previously filled with hazardous substances such as fuel / diesel / gasoline / oil / grease / batteries
- Unsorted deliveries



### 7.2 How Do I Sort Scrap Metal?

The following procedures must be followed or the scrap metal will be rejected from the DRMO.

- All cables, plastics and other wastes that are not made out of metal must be removed.
- No wastes that are still definable as an item and from which the original purpose is still visible (e.g. desks, cabinets). See chapter 8 for turn-in of items.
- In case you have several metal types, sort according to metal type. Each type of scrap metal needs to have its own DD Form 1348-1A. The following types of scrap metal must be collected separately:
  - o Clean aluminum (less than 25% of other metals attached to the aluminum)
  - o Iron aluminum (more than 25% of other metals attached to the aluminum)
  - o Copper
  - o Brass
  - o Radiators, vehicular (empty)
  - o Steel (light / heavy / cast iron)
  - o Stainless steel
  - o High temperature alloys

### 7.3 How Do I Turn-In Scrap Metal?

The procedure and responsibilities for pickup and disposal of scrap metal is described in the following.



#### 1. The unit POC will ...

... place a service order to the DPW Service Order Desk (DSN 381-8798/8797; CIV 0621-730-8798/8797) for...

- placement of a roll-off container and turn-in of scrap metal (light, heavy, or precious metal) after final inspection by EMD representative

... give the following information to the Service Order Desk...

- name, phone number, and address of unit POC

... request a DD Form 1348-1-A "Issue Release/Receipt Document" from the unit PBO.

- The DD Form must carry the remark "Scrap Metal for USAREUR Resources Recycling Program BCAN 21F 3875.1111 89 0000 S91533 AE 90" to ensure credit to the USAG Mannheim recycling program.

#### Attention:

Roll off containers are limited supplies. Please use them for a minimum amount of time.



#### 2. EMD will...

...schedule an appointment with the unit POC for a pre-inspection of scrap metal for ordering roll-off containers as necessary.

During the inspection, EMD will provide the following information...

- Instruct the Unit on proper segregation, on turn-in procedures of scrap metal to the DRMO, and on loading instructions for the container
- Schedule follow-up and final inspections with the unit POC to ensure roll-off containers are properly used and filled.

#### 3. DPW O& M Roads & Grounds will...

... provide and place a roll-off container.

#### 4. The unit POC will...

... make sure the container is secured and supervised

... ensure proper segregation of scrap metal (see chapter 7.2) .

... remove items that do not belong in the roll-off including those that were illegally dumped

#### Attention:

Improperly segregated scrap will not be picked up until corrected!



**5. EMD will...**

... perform a follow-up and final inspection with the unit POC to ensure roll-off containers are properly used and filled.

**6. DPW O& M Roads & Grounds will...**

... pick-up the roll-off container.

**7. The unit POC will...**

... ensure proper loading of scrap metal.

... accompany the DPW operator to DRMO to sign appropriate documents.

## 8 Items (Usable)

### 8.1 What Is an Item (Usable)?

#### Definition of an Item (Usable)

An item is anything that is still definable as an item and from which the original purpose is still visible including usable items, hand receipt items, electronic appliances, etc. Each item has to be turned-in separately as an item. Items have a Reutilization, Transfer, Donation and Sales value (items are still serviceable).



### 8.2 What are Expendable and Non-Expendable Items?



#### Expendable Property:

Expendable property is property that does not cost much and is usually consumed or used up when you use it. For example, paper is consumed when it is used. So is something such as a sound card when placed into a personal computer.

#### Non-Expendable Property

Non-expendable property is durable, lasting for a year or longer and must be accounted for throughout its useful life. Non-expendable property items are considered capital assets until disposed of properly. Typical non-expendables include automation equipment, office furniture, and motor vehicles.



### 8.3 How Can I Turn-In Items?

All hand receipt items have to be processed through the PBO (see chapter 2.3 for contact information). Private items cannot be processed through PBO.

If you have household quantities of items without hand receipt, you can bring them to the SORT Center. If you want to turn-in more items (with or without hand receipt), please follow the steps described below:

1. Fill out a request for turn-in DA Form 2407 (sample provided in section A1.2.2) for each item, i.e. furniture, microwaves, filing cabinets, computers, etc.
2. All items including hand receipt items **have to be classified through a qualified inspector** (ask your Supply Sergeant / S3 who inspects your unit). The inspector will include the classification statement on the DA Form 2407.

#### **If items are classified as scrap:**

3. Dispose of as bulk waste as described in section 6 or scrap metal as described in section 7.

#### **If items are classified as usable items:**

3. Go to the PBO carrying the request for turn-in DA Form 2407 (classification statement).
4. The PBO will fill out the appropriate turn-in documents (DD Form 1348-1A).
5. Transport items to the DRMO together with the turn-in documents (DD Form 1348-1A and classification statement / DA Form 2407).

#### Attention:

**Always dispose of hand-receipt items through the PBO!**

**Do NOT dispose of items that are on the Garrison's hand receipt (e.g. items attached to the building)!**



## 9 Electronic Scrap and Electronic Appliances

### 9.1 What are Electronic Appliances and Electronic Scrap?

<u>Definition of ...</u>		
<b><u>Electronic Scrap</u></b> If the material is no longer identifiable as the original item, you can turn it in as electronic scrap!	<b><u>Electronic Appliances</u></b> Electronic appliances include: <ul style="list-style-type: none"> <li>- Monitors / TVs</li> <li>- Microwaves, appliances, white goods</li> <li>- Vacuum cleaners (empty)</li> </ul>	<b><u>Small Electronic Appliances</u></b> Small electronic appliances include appliances such as fans, small vacuum cleaners, etc.



### 9.2 How Can I Dispose of Electronic Scrap and Electronic Appliances?

<u>Disposal of ...</u>		
<b><u>Electronic Scrap:</u></b> Dispose of electronic scrap as described in section 6.	<b><u>Electronic Appliances:</u></b> Electronic appliances have to be turned-in separately as items as described in section 8. Please mind the following: <ul style="list-style-type: none"> <li>- Prepare a separate DD Form 1348-1A for each NSN.</li> <li>- Do not deliver electronic appliances in containers, deliver them on pallets instead.</li> </ul>	<b><u>Small Electronic Appliances:</u></b> Small electronic appliances can be disposed of as scrap: <ul style="list-style-type: none"> <li>- Remove all removable parts like hoses, other plastic and metal parts from the item.</li> <li>- The rest can be disposed of as electronic scrap as described in section 6.</li> </ul>



## 10 Computer Equipment

### 10.1 How to Dispose of Computers, Laptops, Monitors, or Printers?

The quantity of computers, laptops, monitors or printers that are accepted at DRMO are a maximum of 50 pieces. If you have more than 50 pieces to dispose of you may set up several delivery appointments or get in contact with the DRMO at least 4-5 weeks in advance.

When turning in large quantities of computers, laptops or monitors, the equipment needs to be palletized in the following way:

- Computers need to be on regular wing pallets (28 each standing upright) and secured i.e. plastic wrapping, taped or secured by any means to allow safe handling.
- All monitors need to be on regular wing pallets and secured i.e. plastic wrapping, taped or secured by any means to allow safe handling.
- All printers need to have toner cartridges or ink tanks removed (see chapter 16 for instructions on how to dispose of toner cartridges). Printers need to be on regular wing pallets and need to be secured (i.e. plastic wrapping, taped or secured by any means to allow safe handling).
- The material should not exceed the dimensions of the pallet.



#### Tip:

Plastic wrapping can be bought at SSSC, Spinelli Barracks, Bldg. 1536.

#### Attention:

Toner cartridges have to be removed from printers.

For turn-in of toner cartridges, see section 16.



#### DD Form 1348-1A

- A DD Form 1348-1A needs to be on the outside of the wrapping of all computers, laptops, monitors or printers (see section A1.3 for guidance on how to fill out a DD Form 1348-1A).
- Please bring 4 copies of DD Form 1348-1A (3 copies for DRMO and one copy for you; please also deliver a copy to the DPW Environmental Management Division).

#### DLIS Form 1867

- Completely fill out DLIS Form 1867 or similar label for computers without hard drives, computers with hard drives with all previous data removed accordingly and for hard drives themselves. No DLIS Form 1867 is required for monitors or printers. See section A1.1 for instructions on how to fill out a DLIS Form 1867.





Regard the following before disposing of computers with or without hard drives:

- Any labels, which indicate **“Secret, Classified or Confidential”**, need to be removed before turn-in! If you fail to completely remove the labels and to completely declassify the property prior to turn-in to DRMO Kaiserslautern, the failure will be immediately reported to military intelligence!
- Ensure the hard drive is in fact removed for computers WITHOUT hard drives.
- Ensure the hard drive has been overwritten for computers WITH hard drives.

**Attention:**

Remove labels, which indicate **“Secret, Classified or Confidential”**!



Remove the following items from all turn-in computer equipment before turn-in:

- CD-ROM, Zip, Smart Card
- Compact Flash Cards, PCMCIA Cards, Multi-media Cards, Secure Data Cards
- Memory Sticks from handheld computers
- Floppy Diskettes
- Micro-drives, Back-up Tapes
- Remove memory sticks from other forms of computer equipment, i.e., handheld computers (e.g. palm pilots, organizers, etc.).
- Internal devices i.e., graphic, sound, network or controller cards, may stay in the computer.



**Attention:**

If you do not comply with described instructions, DRMO will refuse to take your property.



## 10.2 How Do I Dispose of Other Computer Related Devices / Peripherals?

### Definition of Computer Related Devices / Peripherals

The following equipment are computer related devices:

- Keyboards, speakers, modems, mice, external devices
- All other computer related devices that do not fall under the category of classified, secret, or hazardous waste.
- No hard drives!



### To dispose of other computer related devices the following has to be followed:

- All individual peripherals can be in one box on pallets.
- Fill-out a DD Form 1348-1A or 1348-2 for each NSN or type. The DD Form 1348-1A needs to be on the outside of the box.
- No label like DLIS Form 1867 is required.
- No serial numbers are required (unless required by your SA/Supply).

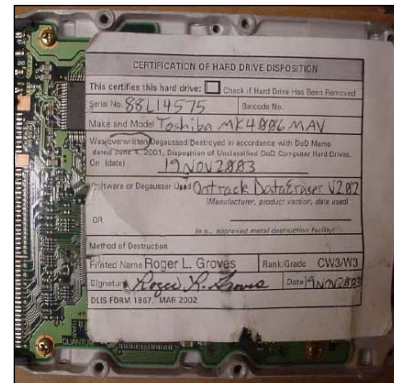
## 10.3 How Do I Turn-In Unclassified Computer Hard Drives?

### You have to fill out the following to turn-in hard drives:

- Complete a DD Form 1348-1A as described in section A1.3.
- Fill out a DLIS Form 1867 or equivalent which is required on all hard drives.

### Exceptions:

- New Hard Drives (in un-broken packaging):
  - o No labeling or certification requirements exist.
- Unused Hard Drives (not in original packaging):
  - o The DTID must contain a signed certification such as "Hard Drive(s) has/have not been used."
- Hard drive is destroyed and turned-in as scrap:
  - o A label is not required.
  - o The following statement must be on/or with the DTID if the generator requires verification that the hard drives were turned-in to the DRMO as scrap: "The residue, identified by this document, is derived from the processing of computer hard drives based on the requirements of the Assistant Secretary of Defense letter dated June 4, 2001, subject, 'Disposition of Unclassified DoD Computer Hard Drives.'"



## 10.4 How Do I Dispose of Classified Computer Hard Drives?

### **Definition of classified computer hard drives:**

There is an indicator on the computer equipment that says "Secret", "Classified", "Confidential", "Tempest", or "Hazardous".

### **How Can I Turn-In Classified Computer Hard Drives?**

Sanitize equipment of all classified / sensitive data and software **prior to** turn-in to the DRMO. Annotate in the turn-in document that it has TEMPEST application and has been sanitized prior to turn-in. Then turn-in hard drives as described in chapter 10.3.

### **Software for Overwriting**

Software available for overwriting and the related website addresses to download the programs is available in the following. The following products are in use by DoD and are considered to meet the minimum standards according to DoD policy.

- No Trace: <http://www.comtechnologies.com/>
- DataEraser: <http://www.ontrack.com/>
- UniShred Pro: [http://ftp.lat.com/usp\\_main.html](http://ftp.lat.com/usp_main.html)
- Clean Drive: <http://www.accessdata.com/>
- Sanitizer: <http://www.accessdata.com/>

## 11 Tires

### 11.1 How Do I Dispose of Tires?

You can either bring your tires to the SORT Center or if you have many tires, follow the instructions provided in section 6.

When turning in tires at the SORT Center or at the DRMO:

- Both the SORT Center and the DRMO only accept tires without rims. Customers can remove the rims at the DCA, Skill Development Center, Taylor Barracks, Building #426.

When turning in tires at DRMO:

- Check at <http://www.drms.dla.mil/sald/SaldForm> if they are tires with a Safe Alert Latent Defect (SALD).
- Please have all documents in a weather resistant pouch. DRMO receivers check each individual DD Form 1348-1A or NSN. In the event of an SALD tire, DRMO needs to be able to locate that particular tire within your load.



## 12 Sensitive Documents

### 12.1 How Can I Dispose of Sensitive Documents?

To dispose of sensitive documents, the following options are available:

- You can shred the paper with an appropriate shredder and then recycle the shredded paper in the paper containers. If you do not have a shredder, you can also ask to use the shredder from the 5th Signal Command.
- If you have sensitive records that must be burned, please put in a service order. DPW will pick up the sensitive records together with the regular garbage going to the incinerator. If you want, you can accompany DPW and watch the records being put into the truck and then follow the truck to the incinerator. Burning of sensitive paper cannot be watched, only their disposal.
- If you have only a small amount of sensitive documents, you can also take it to Taylor Barracks, building 400 in the morning and put it in the garbage truck. Please call first and ask for an appointment (DPW Roads & Grounds Shop at DSN 381-7100 (CIV 0621-730-7100) or DPW EMD at 381-7029).



## 13 Safes, Filing Cabinets and Combination Padlocks

### 13.1 How Do I Know If My Safe Contains Asbestos or Not?

To find out whether or not your safe contains asbestos, you can do the following:

- If your safes or file cabinets are manufactured by **Remington Rand** and **Diebold** which used asbestos as a fireproofing insulation prior to the Environmental Protection Agency (EPA) ban on the use of asbestos, it will be assumed to contain asbestos unless proven otherwise through an analysis.
- Search for your safes by National Item Identification Number (NIIN) in the SALD Database. The database containing information about defective or non-conforming property can be accessed via <http://www.drms.dla.mil/servlet/SaldForm>. NIIN is a 9 digit number that is included in the NSN. Each NSN is made up of a FSC and a NIIN.
- If your safe is not listed in the SALD database and you are not sure whether or not your safes contain asbestos, you can contact the Furniture Repair Operation (FRO) Friedrichsfeld at DSN 375-7386 (CIV 0621-487-7386) to inspect your items. They will provide you with certification whether or not the safe contains asbestos. The certification must accompany the safe during turn-in to DRMO.

### 13.2 How Can I Turn-In Safes or Filing Cabinets?

#### 13.2.1 Safes Without Asbestos

Safes, filing cabinets and similar equipment are items and must be disposed of as items as described in section 8. Additionally, the information provided in the next section must be considered.

#### **Additional instructions to consider during turn-in of safes or filing cabinets:**

Safes, filing cabinets or similar equipment with a locking device can only be turned-in to the DRMO if the following is applicable:

- Safes need to be open.
- Safes need to be empty.
- The combination lock needs to be set onto the default combination 50-25-50 and the default combination 50-25-50 needs to be marked (weather resistant) on the outside of the safe.
- All labels saying "Secret" or "Classified" must be removed.
- Certification that the safe does not contain any asbestos.

#### 13.2.2 Safes Containing Asbestos

If safes, filing cabinets or similar equipment contain asbestos, this equipment is considered hazardous waste. For hazardous waste, please contact DPW EMD, HW POC (see chapter 2.1). The safes then will be picked up and processed through the USAG Mannheim Hazardous Waste Contractor.

## 14 Empty Containers

### 14.1 How Do I Dispose of Empty Containers?

Empty containers **which contained a hazardous material** are considered hazardous waste. For the disposal of hazardous waste, please read the "USAG Mannheim Hazardous Material & Hazardous Waste Handling and Disposal Handbook".

Empty containers **that contained non-hazardous material** have to be turned-in as items (see section 8) and will be offered for reuse. Only if reutilization, transfer, donation or sales alternatives fail or containers have no potential to be reconditioned and/or reused, a downgrade to scrap (abandonment and destruction) and disposal as scrap (see section 6) is permitted. Additional packaging requirements for empty containers with residues are that containers must not leak and must be safe to handle during turn-in and disposal.

### 14.2 Special Requirements for Empty Ammunition Cans

Empty ammunition cans are not to be treated as common empty containers and must be disposed as described below. Please contact the DRMO for forms (authorization letter, AEDA certification), for checking documentation in advance and any other questions.

- Properly filled out DD Form 1348-1A with four copies
- AEDA certification on DD Form 1348-1A or attached
- AEDA Authorization Letter
- One copy of the DD Form 1348-1A on each pallet in a weather resistant packing envelope on the front
- Signature authorization letter before turn-in to be in file at the DRMO Kaiserslautern
- Lids must be separated from the cans and delivered in another box.
- All cans must be placed on pallets so that DRMO is able to visibly inspect and ensure there are no AEDA left in the cans. Meaning all cans must be placed on the pallets sideways and facing outward all the way around (no cans in the center!), two layers high, another pallet on top. Cans must be secured with two or four steel bands.



### 14.3 Can I Dispose of Contaminated Metal Cans as Scrap Metal?

Scrap pieces contaminated with hazardous material can be disposed of as scrap metal if contaminated pieces are triple rinsed on an appropriate location connected to an oil water separator, i.e. official wash racks. A statement on the DD Form 1348-1A is required: "All Fluids have been drained and parts have been cleaned and do not contain any hazardous materials or residue."



## 15 MREs, FRHs and Food

### 15.1 What Are MREs and FRHs?

#### **Definition of MREs and FRHs:**

MRE stands for "Meal, Ready-to-Eat."

Flameless Ration Heaters (FRH) are within Meals, Ready-to-Eat (MRE) ration packages. FRHs contain magnesium that reacts with water to produce heat which is used to warm the rations.



### 15.2 How Can I Dispose of FRHs and MREs?

#### Deactivated or Used FRHs / MREs

**Deactivated or used** FRHs (e.g. used in the field to heat the MREs) result in inert residues, which are not hazardous and can be disposed of as solid waste in the normal trash container. DRMOs should not receive used or deactivated FRHs for disposal.

#### Unused FRHs / MREs

**Unused** discarded FRHs / MREs are considered to be a reactive hazardous waste and must not be put in the trash. The following methods are available to dispose of unused FRHs:

1. **Return unused FRHs / MREs to the manufacturer** that originally manufactured the FRH. The name of the manufacturer is usually printed on the individual heater bag or pad at the bottom. To return unused FRHs / MREs to the manufacturer, the following has to be considered:
  - Separate and collect unused FRHs in separate containers (55 gallon drums) for each manufacturer. Minimum return quantity is four 55-gallon drums placed on a single pallet.
  - Contact the manufacturer prior to shipment.
  - Comply with DoT packaging, marking, and other transportation requirements.
  - Manufacturers:
    - ⇒ TruTech Inc, (631) 727-8600, (Mark Lamensdorf)  
(Truetech will accept only their own FRHs with a four-digit number printed on the bottom of the FRH package greater than 7000.)
    - ⇒ Heater Meals Co, (513) 772-3066 (Stan Smith)  
(Heater Meals will charge the sender \$.03 for each returned FRH.)
2. **Use the FRH** by adding water to the FRHs causing full reaction, in accordance with the accompanying instructions, and subsequently dispose of as a solid waste in the normal trash container.
3. **Contact veterinary service / medical officer and turn-in to the DRMO:**  
Contact the veterinary service / medical officer assigned inspection responsibility to inspect the MREs. The veterinary service / medical officer will issue a certificate of unfitness which contains recommendations for the disposition of unfit semi-perishable subsistence in the following categories:

- **Class 1.** The subsistence items are unfit for human consumption and possess no resale value or create a health/safety hazard within the facility, e.g. leaking or swollen MREs.
  - ⇒ Unfit semi-perishable subsistence will not be turned-in to the DRMO, but will be destroyed by the storage facility. The veterinary service / medical officer will provide technical advice, as needed, to the storage facility on the denaturing, de-characterizing, disposal and destruction of class 1 substances.
  - ⇒ The destruction of semi-perishable subsistence will be witnessed and certified by a disinterested individual appointed for this purpose. The Certificate of Destruction and supporting documents will be kept on file by the storage facility for 2 years.
- **Class 2.** The subsistence items are unfit for human consumption but may possess some resale value (as animal feed or for manufacturing purposes), e.g. insect infested MREs, damaged bagged or boxed items.
  - ⇒ Unfit semi-perishable subsistence classified as above will be turned-in to the local DRMO accompanied by DD Form 1348-1A and DD Form 1225 (veterinary certification as to the fitness of the subsistence for animal consumption).
- **Class 3.** Semi-perishable subsistence found unfit for continued storage or issue but fit for human consumption if consumed prior to a specific date to be determined by the veterinary service / medical officer inspecting the subsistence. Subsistence items in this class may include bagged items, physically damaged canned items.
  - ⇒ Turn-in for reutilization, transfer, donation, or sales, or
  - ⇒ Dispose through DRMO. Unused MREs must be accompanied by DD Form 1348-1A and a veterinary certification as to the fitness of the subsistence for human consumption.

## 16 Toner Cartridges

### 16.1 How Do I dispose of Toner Cartridges?

Never place cartridges in the trash container. Toner cartridges are hazardous waste and must be returned to the manufacturer or vendor where the cartridges were purchased (e.g. SSSC, Spinelli Barracks, Bldg. 1536).

#### Attention:

**Never place toner cartridges in the trash container.**





## 17 Batteries

### 17.1 How Can I Get Rid of Lead Acid Batteries?



If you want to dispose of lead acid batteries, you have to bring the batteries to the SORT Center located at Taylor Barracks, building 405B and put them into containers like those shown in the picture above. Please call DSN 381-7029/7678 (CIV 0621-730-7029/7678) before transporting lead acid batteries to the SORT Center to make sure that there is still enough space in the containers.

There are additional collection locations throughout the USAG Mannheim operated by units.

#### Locations of Lead Acid Battery Collection Points

Installation	Building Number	Unit / Organization
Spinelli Barracks	1852	512 <sup>th</sup> Maintenance Company
Taylor Barracks	405B	SORT Center
	426	DCA Skill Development Center
	428	MAM
Friedrichsfeld	1040	FFEMA

The units need to report full containers to the EMD POC (Mr. Ziegler; DSN 381-7029, wolfgang.ziegler1@us.army.mil). Pick-up of full containers is then organized by the EMD POC and DRMO.

### 17.2 How Can I Get Rid of Dry Cell Batteries?

Dry cell batteries are collected in green battery collection containers. These containers are located throughout the Garrison at public locations such as the Commissary, the USO building, the Bank, the Mail Room, DPW, and the Sort Center.



## **Appendix 1**

### **Forms / Certificates / Documents**

## Appendix 1 Forms / Certificates / Documents

### A1.1 Hard Drive Disposition Certificate – DLIS Form 1867

#### A1.1.1 How Do I Fill Out a DLIS Form 1867?

##### When do I need to fill out a DLIS Form 1867?

Completely fill out DLIS Form 1867 or similar label for computers without hard drives, computers with hard drives with all previous data removed accordingly, and for hard drives themselves.

##### Where do I have to put the DLIS Form 1867?

- Label hard drive for computers WITH hard drives
- Label on chassis for computers WITHOUT hard drives

##### Where do I get a DLIS Form 1867 and how do I fill it out?

The pdf version of the DLIS Form 1867 is available on <http://www.drms.dla.mil/turn-in/dlis1867.pdf>. It is possible to write into the pdf form and a copy can be saved.

The DLIS Form 1867 should be printed on sticky labels, e.g. Avery Label 5164 or 'PRES-a-ply' Label 30604.

If the hard drive remains in the machine:

- Add serial number from the computer chassis. It is not necessary to list the serial number of the hard drive. This avoids unnecessary work and does not lead to destruction of otherwise useful computers that can be donated to schools or other qualified worthy causes.

If the hard drive is removed from the machine and the DLIS Form 1867 is attached to the hard drive itself:

- Indicate the serial number for the actual hard drive.

#### A1.1.2 Sample DLIS Form 1867

CERTIFICATION OF HARD DRIVE DISPOSITION	
This certifies this hard drive: <input type="checkbox"/> Check if hard drive or similar data storage components have been removed.	
Serial No.	Barcode No.
Make and Model	
Was overwritten/Degaussed/Destroyed in accordance with DoD Memo dated June 4, 2001, Disposition of Unclassified DoD Computer Hard Drives, On (date) _____	
Software or Degausser Used _____ (Mfg, product version, date)	
OR _____ (e.g., approved metal destruction facility)	
Disposition / Method of Destruction	
Generator Name	
Phone No.	DTID No.
Printed Name	Rank/Grade
Signature	Date
DLIS FORM 1867, DEC 2005	

## A1.2 Request for Turn-in of Items – DA Form 2407

### A1.2.1 What Is a DA Form 2407 and When Is It Required?

For the turn-in of items, you or the inspector have to fill out a request for turn-in DA Form 2407 for each item, i.e. furniture, microwaves, filing cabinets, computers, etc. All items have to be classified through a qualified inspector (ask your Supply Sergeant / S3 who inspects your unit). The inspector will include the classification statement on the DA Form 2407.

### A1.2.2 Sample DA Form 2407

MAINTENANCE REQUEST For use of this form, see DA Pam 738-750 and 738-751; the proponent agency is DCSLOG			PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)
SECTION I - CUSTOMER DATA			SECTION II - MAINTENANCE ACTIVITY DATA		
1a. UIC CUSTOMER	1b. CUSTOMER UNIT NAME	1c. PHONE NO	3a. WORK ORDER NUMBER (WON)	3b. SHOP	3c. PHONE NO
2a. SAMS-2 UIC/SAMS-I/TDA	2b. UTILIZATION CODE	2c. MCSR	4a. UIC SUPPORT UNIT	4b. SUPPORT UNIT NAME	
SECTION III - EQUIPMENT DATA					
5. TYPE MNT REQ CODE	6. ID	7. NSN	15a. FAILURE DETECTED DURING/WHEN DISCOVERED CODE (Enter code) See DA Pamphlets 738-750 and 738-751		
8. MODEL			15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) See DA Pamphlets 738-750 and 738-751		
9. NOUN			16. MILES/KILOMETERS/HOURS/ROUNDS M <input type="text"/> K <input type="text"/> H <input type="text"/> R <input type="text"/>		
10a. ORG WON/DOC NO	10b. EIC				
11. SERIAL NUMBER	12. QTY	13. PD	17. PROJECT CODE (if assigned)	18. ACCOUNT PROCESSING CODE	19. IN WARRANTY (enter Y or N)
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)		21. REIMBURSABLE CUSTOMER (If Intransit customer enter Y or N)		20. ADMIN NO	
		22. LEVEL OF WORK		23. SIGNATURE	
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs)					
25. REMARKS					
PREPARATION INSTRUCTIONS FOR THIS PAGE					
<b>SECTION I</b> Block 1a. Enter UIC of submitting organization. Block 1b. Enter name of submitting organization. Block 1c. Enter number to be called when maint. is completed. Block 2a. Enter UIC of supporting SAMS-2/SAMS-I/TDA if work is requested while intransit and away from your support maintenance unit. Block 2b. Enter utilization code. See DA Pamphlets 738-750 and 738-751. Block 2c. Enter "Y" if reportable under AR 700-138. If not, leave blank. <b>SECTION II</b> Leave blank. To be completed by the support maintenance DSU/GSU/AVIM/DEPOT. <b>SECTION III</b> Block 5. Enter the Type Maintenance Request Code. See DA Pamphlets 738-750 and 738-751. Block 6. Enter ID associated with block 7. See DA Pamphlets 738-750 and 738-751. Block 7. Enter the NSN or stock number of the item being submitted. Block 8. Enter model of item being submitted. Block 9. Enter noun/nomenclature of item being submitted. Block 10a. Enter Work Order Number (WON)/DOC NO assigned when item is submitted. Otherwise, leave blank. Block 10b. Enter End Item Code. See AMDF. Block 11. Enter serial number of item being submitted.			<b>SECTION III (Cont'd)</b> Block 12. Enter the quantity of items being submitted. Block 13. Enter the maintenance priority designator determined from DA Pam 710-2-1. Block 14. For DSU, GSU/AVIM, DEPOT use. Block 15a. Enter the code that most accurately describes when the fault or deficiency was detected. See DA Pamphlets 738-750 and 738-751. Block 15b. Select one. Enter the code. See DA Pamphlets 738-750 and 738-751. Block 16. Enter the accumulated usage data in blocks, when equipment is subject to usage reporting. Block 17. Enter the project code if one has been assigned. If not, leave blank. Block 18. See DA Pamphlets 738-750 and 738-751. Block 19. Enter "Y" or "N" to indicate whether equipment is still under manufacturer's warranty. Block 20. Enter the admin number assigned for property control purposes for the equipment being submitted. Block 21. For DSU/GSU/AVIM/Depot use. Block 22. Enter level of work performed "O" for UNIT LEVEL/AVUM, "F" for DSU/AVIM, "H" for GSU, "D" for DEPOT, "K" for contractor or "L" for Spc Rpr Act. Block 23. Enter the signature of the CO or the CO's designated representative when the priority designator is 01-10. For priority designators 11-15, leave blank. Block 24. Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maint. Block 25. Self-explanatory.		
34a. SUBMITTED BY	35a. ACCEPTED BY	35c. DATE	34a. Enter first initial and last name of submitter. Block 34b. Enter ordinal date submitted (YYDDD). Block 35a. Enter first initial and last name of person accepting maint. request. Block 35b. Enter the initial status. See DA Pamphlets 738-750 and 738-751. Block 35c. Enter ordinal date accepted (YYDDD). Block 35d. Enter military time.		
34b. DATE	35b. STATUS	35d. TIME			

DA FORM 2407, JUL 94

PREVIOUS EDITIONS OF DA FORM 2407 AND DA FORM 5504 ARE OBSOLETE

RECEIPT COPY 1

## A1.3 Turn-In Document – DD Form 1348-1A

### A1.3.1 What Is a DD Form 1348-1A and When Is It Required?

All property to be turned-in at the DRMO must be accompanied by a properly prepared disposal turn-in document (DTID) DD Form 1348-1A. A separate DTID is required for each National Stock Number (NSN), Federal Supply Group (FSG), or Federal Supply Class (FSC). A minimum of an original and four legible copies must accompany property turned-in for disposal processing. A receipt copy of the DTID may be provided to your representative. In general, DD Form 1348-1A is filled out by the PBO.

### A1.3.2 Where Do I Get a Fillable DD Form 1348-1A?

The following options can be used for preparing and filling out a DD Form 1348-1A:

- A fillable DD Form 1348-1A copy is available to type in information and print (No pre-filled data or Bar Code option) at <http://www.drms.dla.mil/turn-in/DD13481A.pdf> (Please do not hand scribe your documents. This will help alleviate many errors.).
- Pre-filled Excel forms with drop-down data and Barcodes are available at <http://www.drms.dla.mil/turn-in/1348sf304.xls>. The user's manual provides instructions on how to load and use the Excel forms on a personal computer.
  - o The 1348 Short Form is used when little information is required for your turn-in.
  - o The 1348 Long Form is designed to accommodate all of the columns and blocks in the DD 1348-1A and provide many different certification statements with a simple drop down menu.
- An electronic turn-in document (ETID) is available at <http://www.drms.dla.mil/turn-in/>. Using the ETID program provides many electronic benefits to prevent you from incorrectly identifying your property and ensuring a proper turn-in. You can send the filled out ETID to DRMO to review it and they will give you instructions. There is also training regarding ETIDS available at DRMO and on the above mentioned Website.

### A1.3.3 How Can I Fill Out a DD Form 1348-1A?

The following table describes how to fill out the blocks and columns of a DD Form 1348-1A.

Record Position	FIELD LEGEND	ENTRY AND INSTRUCTIONS
Column 1-3	Document Identifier	Enter code (e.g. D6Z at the USAG Mannheim PBO)
Column 4-6	Routing Identifier	Enter the Routing Identifier of the shipping activity or leave blank when the shipping activity is not assigned an RI.
Column 23/24	Unit of Issue	Enter unit of issue of the stock or part number being turned-in.
Column 25-29	Quantity	Actual Quantity (Number of items. For scrap disposal, leave blank.)
Column 64	Disposal Authority Code	Will be filled out by DRMO.
Column 65/66	Demil Code	Enter demil code (assignment of demil codes see section A2.5)
Column 71	Supply Condition Code	Enter supply condition code, see section A1.3.7
Column 74-80	Unit price	Enter the unit price for the NSN or part number (only if available (for scrap, leave blank), available usually from hand receipt)
Block 1	Total price	Total Price (sum of unit price, only if unit price available)
Block 2	Ship from	Your unit name address

Record Position	FIELD LEGEND	ENTRY AND INSTRUCTIONS
Block 3	Ship to	DRMO name and address (e.g. DSA DRMO K-Town SG4070)
Block 17	Nomenclature	i.e., microwave, central processing unit (CPU), printer, monitor (DoDAAC, Julian Date & Document Serial Number filled out by PBO)
Block 24	Document Number Suffix	Fill in the following: <ul style="list-style-type: none"> <li>- Your DoDAAC (e.g. W811L5)</li> <li>- Julian Date (e.g. 6159, i.e. year 2006, 159<sup>th</sup> day)</li> <li>- Document Serial Number (you can choose any 4 digit Serial Number, e.g. J432 or 1008)</li> </ul>
Block 25	National Stock Number	NSN <u>or</u> FSC (see chapter A1.3.5), e.g.: <ul style="list-style-type: none"> <li>- 7021-00 CPU, 7025-00 Monitor, 7025-00 Printer, 7310-00-Microwave</li> </ul> In case that no NSN is available, fill in the FSC or a generic number that you can get from the DRMO.
Block 27	Additional data	POC information must be included (i.e. print name, signature, phone number and address)  When demilitarization has been accomplished prior to turn-in to DRMO, the appropriate demil certification or verification, must be reflected in Block 27, or as an attachment to the form. A sample demilitarization certificate is available in chapter A1.5.2.  You may add optional statements/certifications. This block may contain additional data including bar-coding for internal use. Enter data in this block as required by the shipping activity or the DRMO receiving the material.

#### A1.3.4 How Do I Fill Out a DD Form 1348-1A for Computers?

Completely fill out a DD Form 1348-1A according to instructions on how to fill out a DD Form 1318-1A included in chapter 1. Additionally the following has to be included in the DD Form 1348-1A for turn-in of computers with or without hard drives:

Record Position	Field Legend	Entry and Instructions
block 26		CPU chassis serial number or hard drive serial number (optional)
block 27	Additional Data	<p>Required statement:</p> <ul style="list-style-type: none"> <li>- The following statement must be on or with the 1348-1A: "The equipment described by this document meets the disposition requirements in accordance with the DoD Memorandum, 'Disposition of Unclassified Computer Hard Drives,' dated June 4. 2001."</li> </ul> <p>Optional statements:</p> <ul style="list-style-type: none"> <li>- Hard Drive(s) has been removed.</li> <li>- Statement or letter stating CPU contains no classified, confidential or hazardous material.</li> </ul> <p>Also include:</p> <ul style="list-style-type: none"> <li>- Print name, rank/grade and signature of individual certifying the above information</li> </ul>

### **A1.3.5 How Can I Determine the Federal Supply Class (FSC) or the National Stock Number (NSN)?**

#### FSC

To find out the Federal Supply Class (FSC) of your property, use H-2 Federal Supply Classification <http://www.dlis.dla.mil/PDFs/h2.pdf>.

#### NSN

The easiest way to find out NSNs is by researching with any information available on the property such as manufacturer, model number, part number or any other information through FEDLOG.

#### Tip:

If you do not have access to FEDLOG or if you cannot find out the NSN, just use the FSC or create a Local Stock Number using a non-critical FSC (e.g. 7310-00-Microwave).

### **A1.3.6 How Can I Determine the Disposal Authority Codes?**

The following disposal authority codes list is an excerpt from DoD 4160.21-M.

DEFINITION: A code which indicates that the item(s) being transferred to a DRMO are authorized to be transferred to disposal because of instructions the IMM/ICP relayed through the Material Returns Program(MRP) or other property authority.

#### CODE DESCRIPTION

- F Federal Civil Agency turn-ins (includes turn-ins from GSA)
- M IMM/ICP stocks approved for disposal by Inventory Manager
- N Items not reportable by virtue of exclusion to the MRP or other specific criteria such as extended dollar value or condition limitations on excess reporting and are duly authorized to be transferred to disposal
- R Items on this transaction have been reported to the IMM/ICP under MILSTRIP MRP procedures and are considered excess to that IMM/ICP's authorized retention levels and instructions

### **A1.3.7 How Can I Determine the Supply Condition Codes?**

The following supply condition codes list is an excerpt from DoD 4160.21-M, Chapter 3, Attachment 3.

Code	Title	Definition
A	Serviceable (Issuable without Qualification)	New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restriction. Includes material with more than 6 months of shelf life remaining.
B	Serviceable (Issuable with Qualification)	New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months' shelf life remaining.
C	Serviceable (Priority Issue)	Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss or as a usable asset. Includes material with less than 3 months shelf life remaining.
D	Serviceable (Test/ Modification)	Serviceable material which requires test, alteration, modification, conversion, or disassembly. (This does not include items which must be inspected or tested immediately prior to issue.)
E	Unserviceable (Limited Restoration)	Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.



F	Unserviceable (Reparable)	Economically reparable material which requires repair, overhaul, or reconditioning (includes reparable items which are radioactively contaminated).
G	Unserviceable (Incomplete To Issue)	Material requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (Condemned)	Material which has been determined to be unserviceable and does not meet repair criteria (includes condemned items which are radioactively contaminated).
S	Unserviceable (Scrap)	Material that has no value except for its basic material content. No stock will be recorded as on hand in Condition Code S. This code is used only on transactions involving shipments to DRMOs. Material may not be transferred to Condition Code S prior to turn-in to DRMOs if material is recorded in Condition Code A through H at the time material is determined excess. Material identified by NSN may not be identified by this Condition Code.

**NOTE:** For a complete listing of Supply Condition Codes (including those codes not used in reutilization and marketing) see DoD 4000.25-2-M, Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP).

#### **A1.3.8 Sample DD Form 1348-1A**

Several sample DD 1348-1A forms are provided in the following pages.

Samples of DD Form 1348-1A for turn-in of different types of property are also available on the <http://www.drms.dla.mil/turn-in/Sample%20DD%20Form%201348s.pdf> for different type of property.

Sample DD Form 1348-1A for items (microwave)

1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO																																							
DOLLARS CTS										USAG CRP HEIDELBERG W811L5										DSA DRMO K-TOWN SG4070																																							
4. MARK FOR										SG4070																																																	
5. DOC DATE										6. NMFC										7. FRT RATE										8. TYPE CARGO										9. PS																			
10. QTY. REC'D										11. UP										12. UNIT WEIGHT										13. UNIT CUBE										14. UFC										15. SL									
16. FREIGHT CLASSIFICATION NOMENCLATURE																																																											
17. ITEM NOMENCLATURE																																																											
MICROWAVE WK4SRB 6159-1008																																																											
18. TY CONT										19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																													
22. RECEIVED BY																				23. DATE RECEIVED																																							
<p>MS. WENDY S. GALLOWAY ACCOUNTABLE OFFICER USAG MANNHEIM, PBO</p> <p>HR# JB TEL. 381-8625</p> <p>SIGNATURE DATE</p>																																																											
<p>THIS PROPERTY HAS BEEN DECLARED EXCESS BY THE 200 TMMC FOR EQUIPMENT AND PROPERTY ACCOUNTED FOR, BY USAG MANNHEIM PBO FOR INSTALLATION/ORGANIZATIONAL TYPE PROPERTY. BCAN: 21F 3875.1111 89 0000 S91533 AE 90</p>																																																											

PREVIOUS EDITION MAY BE USED

Sample DD Form 1348-1A for scrap metal

1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO																																							
UNIT PRICE										DOLLARS										CTS																																							
DOLLARS										CTS										26TH ASG SSO W811L5 4. MARK FOR																																							
DOLLARS										CTS										DSA DRMO K-TOWN SC4070																																							
5. DOC DATE										6. NMFC										7. FRT RATE										8. TYPE CARGO										9. PS																			
10. QTY. RECD										11. UP										12. UNIT WEIGHT										13. UNIT CUBE										14. UFC										15. SL									
16. FREIGHT CLASSIFICATION NOMENCLATURE																																																											
17. ITEM NOMENCLATURE																																																											
SCRAP METAL LIGHT WK4SRB 5200-1004																																																											
18. TY CONT										19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																													
22. RECEIVED BY																				23. DATE RECEIVED																																							

MS. WENDY S. GALLOWAY  
ACCOUNTABLE OFFICER  
293RD BSB IPBO MANNHEIM

HR# JB  
TEL: 381-8625

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THIS PROPERTY HAS BEEN DECLARED EXCESS BY THE 200TAMMC FOR EQUIPMENT AND PROPERTY  
ACCOUNTED FOR, BY ASG. BSB PBO FOR INSTALLATION/ORGANIZATIONAL TYPE PROPERTY.  
BCAN: 21F 3875.1111 89 0000 S91533 AE 90

PREVIOUS EDITION MAY BE USED

DD FORM 1348-1A, JUL 91 (ISSUE RELEASE/RECEIPT DOCUMENT)

24. DOCUMENT NUMBER & SUFFIX (X-44)

25. NATIONAL STOCK NO. & ADD (1-22)

26. INC (4-6)  
JUL (23-24)  
CON CODE (71)  
DIST (53-54)  
UP (74-80)

27. ADDITIONAL DATA

DI OD CE NT  
RI FROM  
M & S  
UI NS IS I  
QUANTITY  
SUPPLE-  
MENTARY  
ADDRESS  
S I G  
F U N D  
DIS-  
TRI-  
BU-  
TION  
PRO-  
JECT  
P R I  
RDD  
EEA  
OLT  
D E  
A D V  
RI  
O C M  
/ O G  
P N T  
UNIT PRICE  
DOLLARS  
CTS  
DOLLARS  
CTS  
1. TOTAL PRICE  
2. SHIP FROM  
3. SHIP TO  
4. MARK FOR  
5. DOC DATE  
6. NMFC  
7. FRT RATE  
8. TYPE CARGO  
9. PS  
10. QTY. RECD  
11. UP  
12. UNIT WEIGHT  
13. UNIT CUBE  
14. UFC  
15. SL  
16. FREIGHT CLASSIFICATION NOMENCLATURE  
17. ITEM NOMENCLATURE  
18. TY CONT  
19. NO CONT  
20. TOTAL WEIGHT  
21. TOTAL CUBE  
22. RECEIVED BY  
23. DATE RECEIVED

DOC# W811L5 5200 J472

NSN:

LINE# SER#

THIS PROPERTY HAS BEEN DECLARED EXCESS BY THE 200TAMMC FOR EQUIPMENT AND PROPERTY  
ACCOUNTED FOR, BY ASG. BSB PBO FOR INSTALLATION/ORGANIZATIONAL TYPE PROPERTY.  
BCAN: 21F 3875.1111 89 0000 S91533 AE 90

## A1.4 AEDA Certificate

AEDA certification has to accompany empty ammunition cans when turning them in to DRMO. For fillable forms of the AEDA certificate and AEDA authorization letter, please contact DRMO (see chapter 2.5 for contact information).

### A1.4.1 Sample AEDA Certificate

#### AMMUNITION, EXPLOSIVES AND DANGEROUS ARTICLE (AEDA)

##### INSPECTION CERTIFICATE

REFERENCE: DoD 4160.21-M, DEFENSE MATERIAL DISPOSITION MANUAL

DTID

NSN:

NOMENCLATURE:

\* "WE CERTIFY AND VERIFY THAT THE AEDA RESIDUE, RANGE RESIDUE AND/OR EXPLOSIVE CONTAMINATED PROPERTY LISTED HAS BEEN 100 PERCENT PROPERLY INSPECTED BY US AND TO THE BEST OF OUR KNOWLEDGE AND BELIEF, ARE INERT AND/OR FREE OF EXPLOSIVES OR OTHER DANGEROUS MATERIALS."

#### CERTIFIER

#### VERIFIER

SIGNATURE

SIGNATURE

NAME:

NAME:

RATE/RANK:

RATE/RANK:

ORG NAME:

ORG NAME:

ORD ADDRESS:

ORD ADDRESS:

APO:

APO:

PHONE DSN:

PHONE DSN:

PHONE COM:

PHONE COM:

EMAIL MIL:

EMAIL MIL:

This is a reminder that the current guidance for processing Ammunition, Explosives and Dangerous Articles (AEDA) and Range Residue is contained in the DoD Demilitarization Program Bulletin Number 99-0005, Subject: Revised Disposal Policy Guidance for Ammunition, Explosives and Dangerous Articles (AEDA). The Program Bulletin and the implementing guidance can be accessed at the DoD Demilitarization Web site: <http://www.demil.osd.mil/>. The DRMS-TSD point of contact for AEDA and Range Residue issues is Mr. [Robert.Mrva@dla.mil](mailto:Robert.Mrva@dla.mil), DSN 932-7194

Date/Time

Print Form

Submit by Email

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## A1.4.2 AEDA Authorization Letter

<input type="checkbox"/> PAGE 1	<input type="checkbox"/> PAGE 2	<input type="checkbox"/> PAGE 3	<input type="checkbox"/> PAGE 4	TOTAL PAGE # <input style="width: 20px;" type="text"/>	<b>YOUR DODAAC</b> <input style="width: 100px;" type="text"/>
---------------------------------	---------------------------------	---------------------------------	---------------------------------	--	---

SELECT YOUR DEPARTMENT

ANNOTATE YOUR UNIT/  
ORGANIZATION NAME

### MEMORANDUM FOR THE DRMO KAISERSLAUTERN (SG4070)

APO ADDRESS: UNIT 3206, APO AE 09263 / FEDEX ADDRESS: MANNHEIMER STR. 219, 67657 KAISERSLAUTERN, GERMANY / EMAIL: KTOWNAPPOINTMENTS@DLA.MIL / PHONE/FAX: (314) 483-8346 / 8568 / CITY: +49 631 411 8346 / 8568

YOUR OFFICE SYMBOL

DATE

SUBJECT

The following individuals are technically trained and qualified to perform the following duties Certifier/Verifier as outlined in DoD 4160.21-M Chapter 4 Property Requiring Special Processing Paragraph B.3 Ammunition, Explosives, Dangerous Articles (AEDA), AEDA Residue and Range Residue, and Explosives-Contaminated Property (ECP), DoD Demilitarization Program Bulletin Number 99-005 and DoD 4160.21-M1 Chapter II Demilitarization of Surplus and Foreign Excess Military Items Paragraph D.1 Inert Material. Home page: <http://www.drms.dla.mil/>

☐ CHECK MARK THIS BOX IF YOU READ THE SCREEN READER TEXT.

CERTIFIERS:	NAME	GRADE/RANK	
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	SIGNATURE
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	SIGNATURE
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	SIGNATURE
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	SIGNATURE

VERIFIERS*:	NAME	GRADE/RANK	
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	SIGNATURE
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	SIGNATURE
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	SIGNATURE
	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	SIGNATURE

\_\_\_\_\_  
 FACILITY OR UNIT COMMANDERS SIGNATURE

PHONE NUMBERS DSN AND COMMERCIAL:

EMAIL ADDRESS:

POC FOR THIS MEMO IS THE UNDERSIGNED:

REMARKS

\* NOTE: VERIFIERS MUST BE U.S. CITIZEN, CERTIFIER

COPYRIGHTS BY DLA DRMS DRMO KAISERSLAUTERN, R. LANG 5/2006

## A1.5 Demilitarization Certificate

### A1.5.1 What Is a Demilitarization Certificate and When Is It Required?

For turn-in of items to DRMO that were demilitarized, a demilitarization certificate as shown in chapter A1.5.2 has to be filled out and attached to the equipment. See chapter A2.3 for demilitarization requirements. In General, CDC Kaiserslautern (for contact information see chapter 2.4) performs demilitarization after turn-in of items that require demilitarization.

### A1.5.2 Sample Demilitarization Certificate

DEMILITARIZATION CERTIFICATE	
"I certify that the item(s) listed below were demilitarized in accordance with DoD 4160.21-M-1, Defense Demilitarization Manual, Appendix 4, Category _____, Paragraph _____, and or the following applicable regulation _____".	
NSN _____	QUANTITY DEMILLED _____
TID _____	Demilitarized residue is placed in the following scrap accumulations:
QUANTITY _____	SCL/SCT _____ Weight _____
	SCL/SCT _____ Weight _____
	SCL/SCT _____ Weight _____
SIGNATURE _____	DATE _____
<i>Certifier</i>	
SIGNATURE _____	DATE _____
<i>Verifier</i>	

DRMS FORM 145, MAY 96 (EF)

A demilitarization certificate to be filled out electronically is also available on the following website <http://www.drms.dla.mil/turn-in/drms0145.pdf>.

## **Appendix 2**

### **Demilitarization**

## Appendix 2 Demilitarization

### A2.1 What is Demilitarization?

#### **Definition of Demilitarization:**

Demilitarization is the act of destroying the military offensive or defensive equipment or material.

Some of military property such as offensive and defensive military equipment was built strictly for military purposes and cannot be released to public. Demilitarization means to make this type of property useless for its intended purpose prior to sale or removal from government property. For instance, tanks and rocket launchers can be sold as scrap after demilitarization; tents and combat boots can be reused or sold to the public without demilitarization.

### A2.2 What Type of Equipment Needs Demilitarization?

Most items that enter the supply system receive a "no demilitarization required" code, such as office furniture, tools or appliances. On the other hand, items such as arms or munitions must be rendered useless prior to sale, and receive codes that require things like burning, shredding or pulping. The DD form 1348-1A contains the demilitarization code in column 65/66.

### A2.3 How Does Demilitarization Work?

Demilitarization has to be performed depending on the respective equipment. A demilitarization code has to be assigned to the equipment (assignment of demilitarization codes, see section A2.5). Each code requires special demilitarization (demilitarization codes, see chapter A2.4). If equipment was demilitarized before turn-in, a demilitarization certificate (see chapter A1.4) has to be filled out and attached to the equipment.

Demilitarization has to follow several regulations listed on the following websites:

- The DoD Demilitarization Manual DoD 4160.21M-1 is available at <http://www.drms.dla.mil/publications/documents/416021m1.pdf>
- More information about DoD policies and guidance regarding the demilitarization program is available at the following website: [https://demil.osd.mil/demil\\_disposal\\_guidance.asp](https://demil.osd.mil/demil_disposal_guidance.asp)

#### **Attention:**

**You do not have to demilitarize equipment before their turn-in to DRMO or CDC (for contact information see chapter 2.4 and 2.5).**

**If items that need to be demilitarized were not demilitarized before their turn-in, CDC will demilitarize the equipment afterwards.**



#### **Tip:**

**For any questions regarding demilitarization, call CDC Kaiserslautern (see chapter 2.4 for contact information).**



## A2.4 Demilitarization Codes

The following is an excerpt from DoD 4160.21-M-1, Appendix 3.

### DEMILITARIZATION CODES

CODE	EXPLANATION
A	Non-MLI/Non- <i>CCLI</i> -- Demilitarization not required.
B	MLI (Non-SME)-- Demilitarization not required. Trade Security Controls (TSCs) required at disposition.
C	MLI (SME) -- Remove and/or demilitarize installed key point(s), as prescribed in this manual, or lethal parts, components and accessories.
D	MLI (SME) -- Total destruction of item and components so as to preclude restoration or repair to a usable condition by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. (As an alternate, burial or deep water dumping may be used when <i>approved</i> by the DoD Demilitarization Program Office.)
E	MLI (Non-SME) -- Additional critical items/matériel determined to require demilitarization, either key point or total destruction. Demilitarization instructions <i>are</i> furnished by the DoD Demilitarization Program Office <i>and contained in DoD 4160.21-M-1, Appendix 4</i> .
F	MLI (SME) -- Demilitarization instructions to be furnished by the Item/Technical Manager.
G	MLI (SME)-- Demilitarization required - AEDA. Demilitarization will be accomplished <i>and the material rendered explosive free/inert</i> prior to physical transfer to a DRMO <i>or release from DoD control. This code will be used for all unclassified AEDA items.</i>
P	MLI (SME) -- Security Classified Item -- Declassification and demilitarization and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO <i>or release from DoD control. This code will also be assigned to classified AEDA items.</i>
Q	<i>CCLI -- Commerce Control List Item -- Demilitarization not required. CCLIs are dual use (military, commercial and other strategic uses) items under the jurisdiction of the Bureau of Export Administration, U.S. Department of Commerce, through the Export Administration Regulations. The types of items under the CCL are commodities (i.e., equipment, materials, electronics, etc.), software and technology. The CCL does not include those items exclusively controlled by another department or agency of the U.S. government. (See DoD 4160.21-M-1, Chapter III and Appendix 5).</i>

## A2.5 Assignment of Demilitarization Codes

DRMS has an internet based website

([https://www.webflis.dlis.dla.mil/WEBFLIS/ASPscripts/pub\\_search.aspx](https://www.webflis.dlis.dla.mil/WEBFLIS/ASPscripts/pub_search.aspx)) for you to access without registration in order to get the required Demilitarization code with a valid NSN or NIIN (9 or 13 digits).

The following decision process (excerpt from DoD 4160.21-M-1, Appendix 3) can also be used to assign demilitarization codes.

